

DEPARTMENT OF PERSONNEL SERVICES  
STATE OF HAWAII

10.235

Class Specifications  
for the Class:

BUILDING MAINTENANCE HELPER

Duties Summary:

Performs routine manual and semi-skilled tasks and assists a building maintenance worker or a skilled building tradesperson in building maintenance and repair work relevant to the carpentry, plumbing, painting, and electrical trades; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the entry-level class in the Building Maintenance series. This class differs from that of Building Maintenance Worker I in that the Building Maintenance Helper performs duties which are essentially routine and repetitive, as well as manual and semi-skilled, in several of the trades as a regular and continuing work assignment such as replacing window panes, screens, locks, water faucets, and termite infested or rotted boards, and assists trade skill workers in their assignments; whereas the Building Maintenance Worker I performs a variety of skilled building maintenance and repair work independently as a regular and continuing work assignment and may supervise one or more building maintenance helpers assisting in the work.

Examples of Duties:

Repairs and replaces window panes, screens, door locks, door bumpers, bathroom accessories, linoleum and tile floor covering; repairs roof leaks with roof coating, shingles and mineral surface roofing paper; adjusts and rehangs doors; cuts and installs shelves and shoe racks; removes and replaces boards that are termite infested or rotted; sands, repaints or varnishes interior walls, shower walls, porches, steps, cabinets, sink tops, furniture such as tables, chair, chest of drawers; assists in the installation, maintenance, and repairing of plumbing, water and sewer systems in offices, houses and other structures; replaces shower valves, hose bibbs, lavatory, service, laundry tray and sink faucets, washers, stems, packings and gaskets; clears clogged toilets and drains; adjusts, repairs or replaces toilet flush valves, closet tank fixtures, seats, closet screws and close coupled closet bolts; makes minor repairs to electric

wiring; replaces fixtures, switches and electric outlets; mixes cement or mortar and makes minor repair; performs manual work in laying pipe, tearing out rotted lumber, stacking materials and supplies, etc.; uses a variety of hand tools and some power equipment in the performance of work; cleans, sharpens and services tools and equipment used in the work; may operate a vehicle in the transportation of materials; and may repair power lawn mowers, household appliances, small motor and other auxiliary equipment.

Minimum Qualification Requirements:

Experience and Training: Two years of work experience in performing a variety of building maintenance repair work or its equivalent combination of experience and training.

Knowledge of: Basic practices and methods in the repair of buildings, including safety procedures; common tools, equipment and materials used in the carpentry, painting, plumbing and electrical trades.

Ability to: Use the common tools utilized in a variety of building trades; do minor mechanical repairs; read and interpret sketches and simple plans; understand and follow oral and written instructions; perform heavy lifting, moving, digging or other manual work typical of the class.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results

of the medical examination, and requires the approval of the  
Director.

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APPROVED: October 19, 1954

/s/ A.A. Akina, Jr.  
ARTHUR A. AKINA, JR.  
Director of Classification

Reviewed for currency and updated on April 13, 1983.

DATE APPROVED: 4/13/83

JAMES H. TAKUSHI  
Director of Personnel Services

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Class Specifications  
for the Class:

BUILDING MAINTENANCE SUPERVISOR II  
(BUILDING MAINTENANCE SUPVR II)

**Class Distinguishers:**

Complexity: Plans, coordinates, monitors, and inspects the maintenance and repair of buildings, wharves and other structures, through a subordinate level of supervision.

Supervision Exercised: Supervises one or more groups of several building maintenance workers and/or other equivalent tradespersons engaged in the maintenance and repair (e.g., carpentry, painting, plumbing, electrical, welding and/or masonry work) of buildings, wharves and other structures, through subordinate working supervisor(s) and/or a full supervisor.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Practices and methods employed in the repair and maintenance of buildings; the tools, equipment and materials used in the building maintenance trades (e.g., carpentry, painting, plumbing, electrical, welding, masonry); safety procedures and occupational hazards; applicable building, electrical and fire codes and regulations; pertinent policies, procedures, rules, regulations and bargaining unit contract provisions; and principles and practices of supervision.

Ability to: Plan, lay out, schedule, and properly sequence the work of one or more groups of several building maintenance and/or other equivalent trades workers through a subordinate supervisor(s); develop a program of preventive maintenance, and determine the need for building repairs; read and interpret blueprints and sketches; estimate time, labor, equipment and material costs needed to perform building maintenance and repair work; direct and coordinate the work of others (including outside contractors); inspect work in progress as well as completed work for workmanship and compliance with established standards; prioritize work assignments; keep records and prepare reports; understand, give and follow oral and written instructions; supervise and evaluate the work of subordinates; and deal effectively with others within and outside the operating unit (e.g., other supervisors, representatives from other departments, private contractors) in organizing, coordinating, and expediting the work.

**Examples of Duties:** (Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)

1. Evaluates work orders, interprets building plans and project specifications to establish the proper sequencing of work and maximum utilization of resources.
2. Assigns, reviews and coordinates, through subordinate trade supervisors (i.e., working supervisor(s) and/or first level full-time supervisor), the work of each trade subunit in the repair and maintenance of public buildings and other structures.
3. Periodically inspects buildings and structures, and as needed, meets with building, school or other representatives to ascertain whether repairs are required and determine priority of work to be performed. Surveys the physical condition of facilities and prepares estimates of time, labor, and equipment, and oversees the implementation and completion of work orders and other planned activities.
4. Reviews requisitions for needed equipment, materials and supplies. Initiates requisitions which exceed authorized spending levels. Maintains an inventory of all equipment and materials assigned to the section.
5. Reviews plans, scopes work, prepares timetable and contractual requirements. Assists in arranging contractual work for projects and emergencies which exceed the capability of existing resources.
6. Monitors both contractor and/or subunit performance and inspects work in progress or completed work for workmanship and compliance with established standards.
7. Prepares activity reports and evaluates the effectiveness of work activities for efficiency and economy of operations.
8. Recommends approval/disapproval of personnel actions which affect subordinate employees (e.g., selections, promotions, transfers, leaves of absence, job performance evaluations, disciplinary measures, etc.).

9. Institutes, trains and enforces proper work procedures and safety and health requirements through meetings and on-the-job training.

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This is the first specification for the new class BUILDING MAINTENANCE SUPERVISOR II (BUILDING MAINTENANCE SUPVR II).

Effective Date: January 16, 1990

DATE APPROVED: 1/10/96

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JAMES H. TAKUSHI  
Director of Human Resources Development

Class Specification  
for the Class:

BUILDING MAINTENANCE SUPERVISOR I  
(BUILDING MTNCE SUPVR I)

Distinguishing Characteristics:

Plans, lays out and inspects the work of a group of fully competent building maintenance workers and/or equivalent workers, engaged in the maintenance and repair of buildings, wharves, paved areas and other related structures, on a full-time basis.

This class differs from that of Building Maintenance Worker II in that the Building Maintenance Supervisor I supervises the work of a group of building maintenance workers, etal, on a full-time basis and only occasionally may perform skilled building maintenance work; whereas the Building Maintenance Worker II spends a majority of the work time in performing building maintenance work and, in addition, supervises the work of several fully competent building maintenance workers.

Examples of Duties:

Plans, lays out, assigns, and inspects the work of a group of building maintenance workers and/or other equivalent trades workers engaged in the maintenance and repair of buildings, wharves, paved areas and other structures; inspects buildings, structures, equipment and grounds to locate conditions needing maintenance and schedules a preventive maintenance program; receives work orders for needed repairs and assigns personnel to perform repairs; inspects work in progress for proper workmanship and compliance with safety practices; estimates labor, materials and equipment required for maintenance and repair jobs; requisitions equipment and materials; evaluates the work of subordinates and conducts on-the-job training as required; prepares operational reports on maintenance activities.

Minimum Qualification Requirements:

Experience and Training:

1. Seven (7) years of work experience in performing a variety of building maintenance repair work of which three (3) years shall have been as a fully competent worker.
2. One (1) year of supervisory work experience which involved supervising the work of other fully competent workers performing a variety of building maintenance and repair work which included: (1) planning and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult problem areas; (4) timing and scheduling their work; (5) training and developing subordinates; and (6) evaluating their work performance and disciplining them when necessary.

Substitutions Allowed:

1. An Associate in Science degree from an accredited community college in carpentry or a related building trade area may be substituted for two (2) years of the building maintenance repair work experience (excluding the fully competent worker experience requirement).
2. Excess supervisory experience as described above may be substituted for the building maintenance repair work experience on a month-for-month basis.

Knowledge of: Basic practices and methods in the repair of buildings, including safety procedures; common tools, equipment and materials used in the carpentry, plumbing, painting and electrical trades; electro-mechanical appliances used in homes and other buildings; principles and practices of supervision.

Ability to: Plan, lay out, assign, and review the work of a group of several building maintenance and/or other equivalent trades workers; develop a schedule of preventive maintenance, and determine the need for building repairs; use hand tools utilized in a variety of building trades; read blueprints and sketches; estimate time and materials needed to perform maintenance and repair jobs; and keep records and make reports; understand and follow oral and written instructions; deal effectively with other supervisory levels, in organizing and expediting work, and responding to emergencies.



Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position with or without reasonable accommodation.

Any condition that would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources Development.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is an amendment to the specification for the class BUILDING  
MAINTENANCE SUPERVISOR I which was approved on March 25, 1968.

Date Approved: May 14, 2007

*Alain M. Young*  
for MARIE C. LADERA  
Director of Human Resources Development

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Class Specifications  
for the Class:

BUILDING MAINTENANCE WORKER I

Duties Summary:

Performs a variety of skilled maintenance and repair work in the upkeep of buildings, residences, and other structures and in the maintenance and repair of equipment and facilities housed in such structures; and performs other related duties as assigned.

Distinguishing Characteristics:

This class differs from that of Building Maintenance Helper in that the Building Maintenance Worker I performs a variety of skilled building maintenance and repair work independently as a regular and continuing work assignment and may supervise one or more building maintenance helpers assisting in the work; whereas the Building Maintenance Helper performs duties which are essentially routine and repetitive, as well as manual and semi-skilled, in several trades such as replacing window panes, screens, locks, water faucets and termite infested or rotted boards, and assists trade skill workers in their assignments.

This class differs from that of Building Maintenance Worker II in that the Building Maintenance Worker I performs skilled maintenance work in the repair of buildings, residences and structures and equipment and facilities housed therein and may occasionally lead the work of building maintenance workers but confines supervision mainly to building maintenance helpers and other semi-skilled or unskilled workers; whereas the Building Maintenance Worker II, in addition to performing skilled building maintenance work, supervises the work of several fully competent building maintenance workers as a continuing work assignment including setting the pace and quality of workmanship and demonstrating proper work methods.

Examples of Duties:

Checks buildings, equipment and grounds to locate conditions indicating the need for repair and maintenance work; makes building repairs including patching roof leaks, replacing mineral surface roofing paper, wooden and asbestos shingles; cuts and replaces door and window panes; adjusts and rehangs doors;

repairs and replaces screens, door locks, bumpers, bathroom accessories, toilet hinges and seats; replaces and patches cement floors, asphalt tiles, linoleum floor coverings, foundations, concrete and asphaltic concrete walks and drives; performs woodwork such as removing and replacing shelves, cabinets, sink tops, partitions, steps, porches, and termite infested and rotted boards, and repairs furniture; builds forms for concrete and repairs fences and gates; replaces electrical fixtures, fuses, drop cords, switches; installs new electrical outlets, locates and repairs shorts in electrical circuit; replaces broken pipes, gaskets, packings, washers, hose bibbs, faucets and closet tank fixtures; installs wash basins, closet tank and bowls; unclogs drains and sewers; sands, paints, and varnishes doors, walls, window sashes, screen frames, furniture and new construction; mixes mortar and builds walls; sweats copper pipe joints and fittings, and uses both oxyacetylene and electric arc welding equipment to cut and weld pipes and angle braces; services, lubricates, and regulates such equipment as water heaters, ventilating and air-conditioning units, electrical water coolers, pumps and electric motors; may perform minor repairs and service motor vehicles; estimates cost, time and materials needed for repair and maintenance work to be performed; may perform purchase, storage and inventory of materials, supplies and tools; reports need for major repairs; uses a variety of hand tools and some power equipment in the performance of work; operates a vehicle in the transportation of materials; cleans, sharpens and services tools and equipment used in the work.

Minimum Qualification Requirements:

Experience and Training: Four years of work experience in performing a variety of building maintenance repair work or an equivalent combination of experience and training.

Knowledge of: Basic practices and methods in the repair of buildings, including safety procedures; common tools, equipment, and materials used in the carpentry, painting, plumbing and electrical trades; electro-mechanical appliances used in homes and other buildings.

Ability to: Determine need for repairs involving a variety of building trades; recognize hazards typical of the work; use hand tools utilized in a variety of building trades; read blueprints and sketches; estimate time and material needed to perform a job; make mechanical repairs to equipment and appliances; understand and follow oral and written instructions.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted; and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the positions will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

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This is a specification for the class BUILDING MAINTENANCE WORKER I, which replaces the class BUILDING MAINTENANCE MAN, GS-5, approved on November 1, 1954.

APPROVED: June 25, 1959

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/s/ A. A. Akina, Jr.  
ARTHUR A. AKINA, JR.  
Personnel Director

Reviewed for currency and updated on April 13, 1983.

DATE APPROVED: 4/13/83

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JAMES H. TAKUSHI  
Director of Personnel Services

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Class Specifications  
for the Class:

BUILDING MAINTENANCE WORKER II

Duties Summary:

Supervises and participates in a variety of skilled maintenance and repair work in the upkeep of buildings, residences, and other structures and in the maintenance and repair of equipment and facilities housed in such structures; and performs other related duties as assigned.

Distinguishing Characteristics:

This class differs from that of Building Maintenance Worker I in that the Building Maintenance Worker II, in addition to performing building maintenance work, supervises the work of several fully competent building maintenance workers as a continuing work assignment, including setting the pace and quality of workmanship and demonstrating proper work methods; whereas the Building Maintenance Worker I performs skilled maintenance work in the repair of buildings, residences and structures and equipment and facilities housed therein and may occasionally lead the work of building maintenance workers but confines supervision mainly to building maintenance helpers and other semiskilled or unskilled workers.

This class differs from that of Building Maintenance Supervisor in that the Building Maintenance Worker II spends a majority of the work time in performing skilled building maintenance work and, in addition, supervises the work of several fully competent building maintenance workers; whereas the Building Maintenance Supervisor plans, lays out, and inspects the work of a group of building maintenance workers, and/or equivalent workers, on a full-time basis and only occasionally may perform skilled building maintenance work.

Examples of Duties:

Plans, lays out, schedules and assigns the work of building maintenance workers from work orders received by supervisors or project managers; instructs subordinates and demonstrates proper work methods; checks and inspects buildings, structures, equipment and facilities for needed repairs; estimates material

and labor costs; makes oral and written reports; requisitions materials; inspects work in progress and upon completion for proper workmanship; works alongside subordinates to set pace and quality of workmanship; replaces termite infested or rotted lumber such as sidings, floorings, joists, door jambs and steps; installs or replaces window sashes, screen frames, window balancers, screen doors, sink tops, locks and latches; repairs roofs with mineral surface paper, corrugated iron or other roofing materials; repairs or replaces electrical outlets, switches, lamp holders, heaters, electric motors, fuel pumps, transformers and relays; replaces water lines, and plumbing fixtures such as water closets, faucets, and valves; replaces and patches cement floors, asphalt tile and linoleum flooring and asphaltic concrete walks and drives; paints doors, walls, floors and furniture; unclogs drains, toilets and drainage systems; and supervises and participates in the emergency repair of water mains and sewer lines.

Minimum Qualification Requirements:

Experience and Training: Six years of work experience in performing a variety of building maintenance repair work of which two years shall have been as a fully competent worker, or an equivalent combination of experience and training.

Knowledge of: Basic practices and methods in the repair of buildings, including safety procedures; common tools, equipment and materials used in the carpentry, plumbing, painting and electrical trades; electro-mechanical appliances used in homes and other buildings.

Ability to: Plan, lay out, assign and review the work of other skilled building maintenance workers; determine the need for building repairs; use hand tools utilized in a variety of building trades; read blueprints and sketches; estimate time and materials needed to perform maintenance and repair jobs, and keep records and make reports; make mechanical repairs to electrical and plumbing equipment, appliances and facilities housed in buildings; understand and follow oral and written instructions.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed

material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the positions will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

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This is the first specification for the new class BUILDING MAINTENANCE WORKER II.

APPROVED: June 25, 1959      /s/ A. A. Akina, Jr.  
ARTHUR A. AKINA, JR.  
Personnel Director

Reviewed for currency and updated on April 13, 1983.

DATE: 4/13/83      \_\_\_\_\_  
JAMES H. TAKUSHI  
Director of Personnel Services

State of Hawaii  
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT  
SALARY SCHEDULE

Effective Date: 03/01/2009  
Bargaining Unit: 01 Blue Collar, Non-Supervisor

BC01	ANN MON 8HR HRLY	A 32,772 2,731 126.08 15.76	BC09	ANN MON 8HR HRLY	A 44,544 3,712 171.36 21.42	WS01	ANN MON 8HR HRLY	A 33,960 2,830 130.64 16.33	WS09	ANN MON 8HR HRLY	A 47,268 3,939 181.84 22.73
BC02	ANN MON 8HR HRLY	33,228 2,769 127.84 15.98	BC10	ANN MON 8HR HRLY	46,236 3,853 177.84 22.23	WS02	ANN MON 8HR HRLY	35,544 2,962 136.72 17.09	WS10	ANN MON 8HR HRLY	48,960 4,080 188.32 23.54
BC03	ANN MON 8HR HRLY	34,164 2,847 131.44 16.43	BC11	ANN MON 8HR HRLY	47,928 3,994 184.32 23.04	WS03	ANN MON 8HR HRLY	36,576 3,048 140.64 17.58	WS11	ANN MON 8HR HRLY	50,856 4,238 195.60 24.45
BC04	ANN MON 8HR HRLY	35,544 2,962 136.72 17.09	BC12	ANN MON 8HR HRLY	49,764 4,147 191.44 23.93	WS04	ANN MON 8HR HRLY	38,052 3,171 146.32 18.29	WS12	ANN MON 8HR HRLY	52,704 4,392 202.72 25.34
BC05	ANN MON 8HR HRLY	36,960 3,080 142.16 17.77	BC13	ANN MON 8HR HRLY	51,576 4,298 198.40 24.80	WS05	ANN MON 8HR HRLY	39,576 3,298 152.24 19.03	WS13	ANN MON 8HR HRLY	54,672 4,556 210.24 26.28
BC06	ANN MON 8HR HRLY	38,436 3,203 147.84 18.48	BC14	ANN MON 8HR HRLY	53,532 4,461 205.92 25.74	WS06	ANN MON 8HR HRLY	41,160 3,430 158.32 19.79	WS14	ANN MON 8HR HRLY	56,748 4,729 218.24 27.28
BC07	ANN MON 8HR HRLY	39,972 3,331 153.76 19.22	BC15	ANN MON 8HR HRLY	55,560 4,630 213.68 26.71	WS07	ANN MON 8HR HRLY	42,816 3,568 164.64 20.58	WS15	ANN MON 8HR HRLY	58,884 4,907 226.48 28.31
BC08	ANN MON 8HR HRLY	41,592 3,466 160.00 20.00				WS08	ANN MON 8HR HRLY	44,508 3,709 171.20 21.40			



BUILDING MAINTENANCE HELPER	10.235	10235.pdf	10235.pdf		01	BU01	BC05
BUILDING MAINTENANCE SUPERVISOR II	10.252	10252.pdf	10252mq.pdf		02	BU02	F209
BUILDING MAINTENANCE SUPERVISOR I	10.250	10250.pdf	10250.pdf		02	BU02	F109
BUILDING MAINTENANCE WORKER I	10.240	10240.pdf	10240.pdf		01	BU01	BC09
BUILDING MAINTENANCE WORKER II	10.245	10245.pdf	10245.pdf		01	BU01	WS09

DEPARTMENT OF PERSONNEL SERVICES  
STATE OF HAWAII

9.005

Class Specifications  
for the Class:

GENERAL LABORER I

Duties Summary:

Performs a variety of routine, repetitive manual tasks not requiring the continuous performance of a mechanical or trade skill; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the basic, entry level class in the series.

This class differs from that of General Laborer II in that the General Laborer I performs unskilled manual labor work which does not require a high degree of manipulative skill nor continuous arduous physical effort; whereas the General Laborer II performs a variety of semi-skilled manual work tasks involved in road, building, or other maintenance projects, or performs refuse collection work involving continuous heavy physical labor as a major work assignment.

Examples of Duties:

Cleans culverts, cuts trees, digs and widens ditches, performs pick and shovel tasks in road patching, cuts grass, and repairs roads as a member of a maintenance or construction crew; loads and unloads supplies and equipment; helps to lay pipes and back fills holes and ditches; sets out flags and lanterns to warn traffic; maintains a park or recreation area independently, mowing lawns with hand or power mower, trimming hedges, transplanting shrubs, killing weeds, planting and caring for flowers, and cleaning restrooms; transplants seedlings and clears trails in forests; sweeps streets; prepares poisons for use in eradicating pests; baits and sets rat traps; moves heavy materials using hand truck and dollies; mixes cement and mortar; may operate a vehicle in getting to and from work and occasionally in transporting supplies.

Minimum Qualification Requirements:

Experience and Training: None required.

Knowledge of: Common hand tools and equipment used in manual, unskilled work.

Ability to: Understand and follow oral instructions; perform heavy lifting, moving, digging or other manual work typical of the class.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

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This is an amendment to the class specifications for the class GENERAL LABORER I approved on October 27, 1958.

DATE APPROVED: 12/13/84

/s/Clement L. Kamalu  
for JAMES H. TAKUSHI  
Director of Personnel Services

DEPARTMENT OF PERSONNEL SERVICES  
STATE OF HAWAII

9.010

Class Specifications  
for the Class:

GENERAL LABORER II

Duties Summary:

Performs a variety of semi-skilled manual work tasks involved in the maintenance of roads, buildings, structures and equipment, or refuse collection work involving continuous heavy physical labor as a major work assignment; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the advanced worker class in the series.

This class differs from that of General Laborer I in that the General Laborer II performs a variety of semiskilled manual work tasks involved in road, building and other maintenance projects, or performs refuse collection work involving continuous heavy physical labor as a major work assignment; whereas the General Laborer I performs unskilled manual labor work which does not require a high degree of manipulative skill nor continuous, arduous physical effort.

This class differs from that of General Laborer III in that the General Laborer II performs a variety of semi-skilled manual work tasks involved in the maintenance of roads, buildings, other structures, and equipment, or performs refuse collection work involving continuous, heavy physical labor; whereas the General Laborer III, in addition to performing a variety of semi-skilled manual work tasks as the major work assignment, supervises the work of a crew in performing a variety of unskilled and semi-skilled manual labor work tasks.

Examples of Duties:

Helps erect wooden and steel scaffolding in and around buildings, scrapes and wire brushes structural steel, wires fences and other metal objects and applies metal primer and paint, using a brush or spray gun; clears roads of dirt, branches, rocks, mud and other obstructions after heavy rains; fills chuck holes with rock; repairs and patches road surfaces with oil, bitumuls or concrete; clears gutters, drains and

outlets of obstructions such as rubbish, branches and rocks; lifts containers onto truck, empties contents in truck and returns containers to proper places; assists in erecting concrete forms and mixing and pouring concrete; repairs and patches concrete sidewalks; paints and repairs guard rails and signs; assists in repairing wooden bridges; clears irrigation ditches and removes obstructions such as rocks, mud and weeds and assists carpenter in repairing wooden irrigation flumes; drills holes in concrete floors with jackhammer; saturates ground areas with solution to kill termites; sprays attics and under pinnings of houses with wood preservative; tears out termite-infested wood from porches, steps, doors, floorings, window sashes, joists and ceilings; paints all new woodwork with wood preservative; assists carpenter in repairing leaky roofs with roofing cement and replaces areas with mineral surface paper; replaces burnt out lights and repairs light sockets, switches and electric outlets and replaces fuses; assists carpenter in hanging doors, replacing window panes, window screen frames, clothes line poles, flooring and door jambs; replaces faucet and shower valves, washers, sink and basin traps, hosebibbs and tank bulbs; clears clogged toilets, sinks and basin drain pipes; overhauls, cleans and repairs stoves and burners; assists painter in preparing surfaces for painting; services motorized equipment by checking and filling gasoline tanks, checking and filling oil in crank case, checking and filling water in batteries, checking air pressure in tires, filling water in radiators and repairing flat tires; washes and greases cars; checks mufflers, springs, brakes, and exhaust pipes and reports findings to mechanic; assists a carpenter in carrying building materials, supplies and equipment to and from job sites; digs post holes and repairs fences in forest reserve areas; refills soda-acid fire extinguishers; operates a passenger type power mower in cutting grass on public grounds; as lead man, baits, sets and checks rat trap lines for the eradication of rats; operates a pickup truck to transport laborers or haul materials to work projects; operates a buster, concrete mixer or similar equipment as a regular work assignment; occasionally assists a plumber in cutting, reaming and threading pipe or a mechanic in cleaning mechanical equipment and shop tools; and performs continuous heavy physical labor in refuse collection as the major work assignment.

Minimum Qualification Requirements:

Experience and Training: One (1) year of manual, unskilled and semi-skilled work experience; or an equivalent combination of experience and training.

Knowledge of: Common hand tools and equipment used in manual, unskilled and semi-skilled work; and common methods, procedures, and materials used in general construction and maintenance work, including safety practices.

Ability to: Use common hand tools and equipment typical of the class; understand and carry out oral and written instructions; and perform heavy lifting, moving, digging or other manual work typical of the class.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

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This is an amendment to the class specification for the class GENERAL LABORER II approved on March 25, 1964.

DATE APPROVED: 12/13/84

JAMES H. TAKUSHI  
Director of Personnel Services

DEPARTMENT OF PERSONNEL SERVICES  
STATE OF HAWAII

9.015

Class Specifications  
for the Class:

GENERAL LABORER III

Duties Summary:

Supervises a work crew and participates in the performance of a variety of repetitive, unskilled and semi-skilled manual work tasks in connection with the construction, maintenance or repair of roads, grounds, buildings, and equipment; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the working supervisory level in the series.

This class differs from that of General Laborer II in that the General Laborer III, in addition to performing a variety of semi-skilled manual work tasks as the major work assignment, supervises the work of a crew in performing a variety of unskilled and semi-skilled manual work tasks; whereas the General Laborer II performs a variety of semi-skilled manual work tasks involved in the maintenance of roads, buildings, other structures and equipment, or performs refuse collection work involving continuous heavy physical labor.

Examples of Duties:

Plans work schedule, assigns work to crew; supervises and participates in cleaning ditches, gutters, culverts, siphons, manholes, and drainage systems; supervises and participates in cutting grass, weeding, mowing lawns, and cleaning sidewalks, highway shoulders, medial strips or other roadside areas; supervises and participates in trimming overhanging branches of trees on roads; supervises and participates in making minor repairs to buildings such as removing rotted and termite infested boards; supervises and participates in collecting and disposing rubbish; supervises and participates in digging trenches and leveling sidewalk areas; supervises and participates in repairing and patching broken pavement, curbs and highway shoulders; maintains drainage ditches and siphons for proper drainage; supervises others in repairing guard rails, traffic signs, markers and wooden bridges; supervises and participates in widening, repairing and resurfacing wearing surfaces of highways; keeps records of work activities of subordinates and prepares

periodic time and equipment reports; patrols the assigned section of highway during storms, watches for hazardous conditions such as mud, boulders and trees and other obstructions on pavement and removes same; marks danger areas when necessary; confers with superiors concerning the progress of work assignments and the work performance of subordinates; may keep inventory of supplies and equipment used; may keep time records; may submit written reports of activities; and may operate a truck in transporting men and materials to and from jobs.

Minimum Qualification Requirements:

Experience and Training: Three (3) years of manual, unskilled and semi-skilled work experience; or an equivalent combination of experience and training.

Knowledge of: Common hand tools and equipment used in manual, unskilled and semi-skilled work; common methods, procedures and materials used in general construction and maintenance work, including safety practices.

Ability to: Operate and maintain simple construction and maintenance tools and equipment, deal effectively with subordinates and obtain good results from workers supervised; give and receive both oral and written instructions; plan, lay out, assign and review the work of other laborers; perform heavy lifting, moving, digging or other manual work typical of the class.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results



of the medical examination, and requires the approval of the Director.

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This is an amendment to the class specification for the class GENERAL LABORER III approved on December 9, 1955.

DATE APPROVED: 12/13/84

JAMES H. TAKUSHI  
Director of Personnel Services

GENERAL LABORER I	9.005	9005.pdf	9005.pdf		01	BU01	BC02
GENERAL LABORER II	9.010	9010.pdf	9010.pdf		01	BU01	BC03
GENERAL LABORER III	9.015	9015.pdf	9015.pdf		01	BU01	WS03

State of Hawaii  
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT  
SALARY SCHEDULE

Effective Date: 03/01/2009  
Bargaining Unit: 01 Blue Collar, Non-Supervisor

BC01	ANN MON 8HR HRLY	32,772 2,731 126.08 15.76	BC09	ANN MON 8HR HRLY	A 44,544 3,712 171.36 21.42	WS01	ANN MON 8HR HRLY	A 33,960 2,830 130.64 16.33	WS09	ANN MON 8HR HRLY	A 47,268 3,939 181.84 22.73
BC02	ANN MON 8HR HRLY	33,228 2,769 127.84 15.98	BC10	ANN MON 8HR HRLY	A 46,236 3,853 177.84 22.23	WS02	ANN MON 8HR HRLY	A 35,544 2,962 136.72 17.09	WS10	ANN MON 8HR HRLY	A 48,960 4,080 188.32 23.54
BC03	ANN MON 8HR HRLY	34,164 2,847 131.44 16.43	BC11	ANN MON 8HR HRLY	A 47,928 3,994 184.32 23.04	WS03	ANN MON 8HR HRLY	A 36,576 3,048 140.64 17.58	WS11	ANN MON 8HR HRLY	A 50,856 4,238 195.60 24.45
BC04	ANN MON 8HR HRLY	35,544 2,962 136.72 17.09	BC12	ANN MON 8HR HRLY	A 49,764 4,147 191.44 23.93	WS04	ANN MON 8HR HRLY	A 38,052 3,171 146.32 18.29	WS12	ANN MON 8HR HRLY	A 52,704 4,392 202.72 25.34
BC05	ANN MON 8HR HRLY	36,960 3,080 142.16 17.77	BC13	ANN MON 8HR HRLY	A 51,576 4,298 198.40 24.80	WS05	ANN MON 8HR HRLY	A 39,576 3,298 152.24 19.03	WS13	ANN MON 8HR HRLY	A 54,672 4,556 210.24 26.28
BC06	ANN MON 8HR HRLY	38,436 3,203 147.84 18.48	BC14	ANN MON 8HR HRLY	A 53,532 4,461 205.92 25.74	WS06	ANN MON 8HR HRLY	A 41,160 3,430 158.32 19.79	WS14	ANN MON 8HR HRLY	A 56,748 4,729 218.24 27.28
BC07	ANN MON 8HR HRLY	39,972 3,331 153.76 19.22	BC15	ANN MON 8HR HRLY	A 55,560 4,630 213.68 26.71	WS07	ANN MON 8HR HRLY	A 42,816 3,568 164.64 20.58	WS15	ANN MON 8HR HRLY	A 58,884 4,907 226.48 28.31
BC08	ANN MON 8HR HRLY	41,592 3,466 160.00 20.00				WS08	ANN MON 8HR HRLY	A 44,508 3,709 171.20 21.40			